

CAPITAL COMMUNITY COLLEGE
Educational Assistant
Program Assistant, TAACCCT Federal Grant
12 Month, Special Appointment, 17 hours a week (part time)
Renewable for Three Years

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Capital Community College, 950 Main Street, Hartford, CT 06103
Hours: 17 hours a week
Salary: \$22.62 hourly
Closing Date: Letter of application must be postmarked no later than December 13, 2013

**General Knowledge,
Skills and Abilities:**

An associate's degree in Office Management, Technology or field with comparable skill sets is required along with demonstrated proficiency in the use of Microsoft Office suite including Access and Excel. The successful candidate will have experience in tracking budgets, collecting student data, and preparing documents. Must have excellent organizational skills and be able to communicate effectively with students, faculty, employers and workforce development professionals.

General Experience:

As part of the National Resiliency Consortium grant funded by the Department of Labor, Capital Community College is developing new programs in information technology and construction management. The Program Assistant will assist with project administration, schedule meetings and faculty professional development, maintain participant data, prepare program proposals for the Connecticut Board of Regents and communicate with grant partners, including consortium colleges, One-Stop Career Centers and employers. The Program Assistant will prepare documents and correspondence as needed. He/she will work under the supervision the Grant Program Coordinator and be required to meet with the consortium members on a regular basis.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRApplc@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.